**2004 Forest Service and Federal Highway Administration
Environmental Streamlining and Collaboration Workshop**

Updated Action Plan
April 18, 2005

Individual actions. In successful organizations, individuals take responsibility for improvements in their day-to-day work activities. Key individual improvement opportunities are identified in the Workshop Executive Summary and Action Plan.

Short-term action items. The people listed below volunteered to work on the short-term action items identified by the group. The result of their work will be posted to the website for review and comment by the rest of the Workshop participants.

Action	Persons responsible	Due date
1. Prepare a Glossary of Terms	▪ Rick Cushing, FHWA ▪ Ellen LaFayette, FS	~~Jan. 15, '05~~
2. Review current Project Agreements and prepare suggestions for improvement. Include ideas on how to include consideration of values and potential resource and recreation issues also.	▪ Jody Marshall, WFLHD ▪ Stephanie Popiel, CFLHD ▪ Bill Ruediger, USFS ▪ Terry Brennan, Tonto NF	~~March 15, '05~~
3. Identify possible ways to improve the FS involvement on SEE teams, and prepare recommendations for the group to consider.	▪ Jim Keeley, CFLHD ▪ Terry Brennan, Tonto NF ▪ Diane Spencer, WFLHD ▪ Ric Suarez, WFLHD	~~Feb. '05~~
4. Prepare recommendations on a process to ensure the project teams get copies of the planning documents.	▪ Jim Keeley, CFLHD ▪ Ric Suarez, WFLHD ▪ Alan Blair, CFLHD	~~Jan. '05~~
5. Develop a website to provide information and track action items for the on-going Forest Service and Federal Highway Administration Environmental Streamlining and Collaboration Workshops. It will start with the summary and action items from the 2003 and 2004 workshops. Information about upcoming workshops will also be provided as available.	▪ Brian Allen, FLH Environment Discipline Leader	~~Jan. '05~~ Completed April '05
6. Review and prepare recommendations on	Jim Keeley, CFLHD	~~Dec. '04~~

how to improve the Project Identification Report (PIR) process. (The PIR is currently only prepared and used by WFLHD for FH projects.)		

Big Hairy Deal action items. These action items will be studied in more detail and recommendations for implementation will be developed in accordance with the process diagram shown in the Workshop Executive Summary and Action Plan.

Action	Persons responsible	Due date
Two-step programming process Provide a mechanism to use a two-step programming process for high-risk or complex projects: 1) Program the NEPA phase, and 2) when NEPA is completed or near completion, program the rest of the project activities that lead to construction.	▪ FLH Environment Team.	Provide status report by: Sept. 30, '05
Project Selection Process Improve how proposals are developed and how projects are selected for programming.	▪ FLH Environment Team	Provide status report by: Sept. 30, '05
Ensure Early and On-going Interdisciplinary Involvement in Projects Update FH projects proposal form to include specific critical resource issues so that appropriate items go into the PIR. Involve FS resource specialists in SEE team process – NEPA development	▪ FLH Environment Team	Provide status report by: Sept. 30, '05
Get FH funding to appropriate level in the FS Evaluate distribution of Highway Trust Fund Administration Expenses (HTAE) to FS. Increase awareness of funding opportunities.	▪ FLH Environment Team	Provide status report by: Sept. 30, '05